



05.01.011 Forms of Payment

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Version
2017.1

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 **Approved By**
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Purpose

To establish the forms of payment that are accepted for the purchase of goods and services with the Alaska Marine Highway System.

Scope

Customer Service Agents, Terminal Agents, Pursers

Policy

- I. The Alaska Marine Highway will accept the following forms of payment:
 - a. Cash:
 - i. US currency only. See P&P 05.01.011 for the policy on foreign currency.
 - b. Cashiers check, bank draft and money order:
 - i. "Pay to the Order of" should be made out to the State of Alaska or Alaska Marine Highway System.
 - c. Traveler's Check:
 - i. Cannot be cashed in for change.
 - d. Check:
 - i. Personal checks:
 1. Must be drawn from an Alaskan bank. Out of state checks are not accepted.
 2. Must have preprinted customers name and address, cannot be hand written.
 - a. General delivery is not an acceptable address.
 3. Counter type checks are not accepted.
 - ii. Company checks:
 1. May be drawn from a out of state banks.
 2. Checks must be written in US dollars.
 - iii. All signature lines must have a valid signature.
 - iv. Cannot be cashed in for change.
 - v. See P&P 05.02.023 for NSF checks.
 - e. All checks, travelers checks, cashier checks, bank drafts and money orders must be stamped with the appropriate deposit stamp when accepted as payment.
 - f. Credit and Debit Card¹:
 - i. Cards must have a logo from an accepted card network. Accepted cards are:
 1. Discover
 2. Master Card
 3. Visa
 - ii. No cash back. Payments must be for the exact amount of purchase.
 - iii. All in person credit card payments require the ID be checked of the person owning the credit card. If the ID of the owner is not available, the credit card will not be processed.
 - iv. See Reference 05.01.011A² for procedure to process cards manually when electronic processing is not available.
 - g. Credit or Purchase Order: See P&P 05.02.022.

- h. Passes; see Chapter 06 of this manual for pass policies and payments.

Responsibilities

- 1. Customer Service Agents, Terminal Agents, Pursers:
 - a. Collects payment from customers.
 - i. Ensures of accurate cash handling.
 - ii. Properly verifies and processes different types of checks and money orders.
 - 1. Ensures the appropriate deposit stamp is used when accepting payments other than cash requiring deposit.
 - iii. Properly verifies and processes credit and debit card transactions.

Forms

None

Revision History

Supersedes CSP&P 5-2, 5-4

Original Version 2017.1, September 1, 2017

References

¹ PCI Security Standards, <https://www.pcisecuritystandards.org/>

² [Processing Credit Cards Manually, Reference 05.01.011A](#)